

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Data Field Descriptions**

### **End-of-Year 2006 Submission**

Questions?  
Contact: 517.335.0505  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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## Information Regarding the EOY 2006 REP Submission

Please note the following:

- Changes that have been made to the REP Data Field Descriptions since the previous submission are noted in Arial font, with a dashed underline.

### Managing your MEIS Account

**E-mail address and phone number.** It is important for the MEIS authorized user's information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in the authorized user's MEIS account. Because it is sometimes necessary for a state employee to contact an authorized user by telephone, the authorized user's phone number must be kept current as well. If an update is necessary for either an e-mail address or a phone number of an authorized user, do the following:

1. Update an MEIS account at <http://www.michigan.gov/meis>.
  - a. Click on the MEIS logo.
  - b. Log in as an MEIS user.
  - c. Click on "Edit Personal Information."
  - d. Click on "Save Changes" to update your account.
  - e. Click on "Return to the MEIS User Management Main Menu."
  - f. Log out of MEIS.
2. Notify the Department of Information Technology (DIT) Client Service Center of the changes via e-mail ([Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which the authorized user has authorization.

**Name Change.** A name change affects an authorized user's security access to an application. Authorized users are only allowed to log in as the individual named on the security agreement. If an authorized user has a name change, the authorized user must do the following:

1. Create a new MEIS account at [www.michigan.gov/meis](http://www.michigan.gov/meis).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for REP is located on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "Registry of Educational Personnel." The security agreement may be found under the heading Submit REP Data to CEPI.
3. Notify the DIT Client Service Center ([Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)) to close the former MEIS account (issued with the prior name).

**Title IX Coordinators (Position Assignment reported in Field 10: School Assignment by Grade, FTE, Wage, Accounting/Function Code, Highly Qualified Status, Academic Major, Academic Minor, and Administrator Continuing Education).**

A Title IX coordinator must be designated by every local school district, including intermediate school districts and public school academies, receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance of the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-

curricular and/or extra-curricular activities. For questions concerning Title IX coordinators, please contact Roberta Stanley, director, Office of Administrative Law and Federal Relations and Title IX coordinator, Michigan Department of Education, at 517-335-0436.

**State of Michigan Office Contact**

Each field listing in the REP Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact the Department of Information and Technology (DIT) Client Service Center at 517-335-0505 or [help-desk@michigan.gov](mailto:help-desk@michigan.gov). Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

## **Index of Page Edits**

### **EOY 2006 REP DATA FIELD DESCRIPTIONS**

(For your convenience, a list of the page numbers in the EOY 2006 Data Field Descriptions that contain edits, marked by ~~strike through~~ [no longer in effect] or underlined Arial font [new requirement], appear below.)

<b>Field No.</b>	<b>Page No.</b>	<b>Edits/Changes</b>
<b>1</b>	<b>8</b>	Change in Date of Count; new legislation listed.
<b>7</b>	<b>16</b>	This field is required for assignment codes "70000" through "99900". Added new legislation.
<b>8</b>	<b>18</b>	This field is not required for Assignment Code "000NF" (Jr. ROTC). A teaching credential is not required for this assignment code.
<b>10</b>	<b>21</b>	Added contact for "Number of Classes Taught" questions.
<b>10</b>	<b>22</b>	Code/format update.
<b>10</b>	<b>23</b>	Clarification in the programming edit for accounting/function codes.
<b>10</b>	<b>26, 43</b>	Beginning EOY 2006, all school personnel and contracted staff members must be reported regardless of the FTE count.
<b>10</b>	<b>26</b>	Definition clarification regarding reporting of subject area assignments and the reporting of day-to-day substitute teachers.
<b>10</b>	<b>27</b>	Updates made to table.
<b>10</b>	<b>28, 29</b>	The assignment codes Journalism "000BC", Speech "000BD" and Early Childhood Education "000ZA" have been removed from the list of core academic subjects. New assignment code: Alternative Education "000ZZ".
<b>10</b>	<b>38</b>	Clarification of assignment code REMC – Regional Educational Media Center
<b>10</b>	<b>24, 47</b>	New data element: Number of classes taught.

- |           |               |   |
|-----------|---------------|---|
| <b>11</b> | <b>48</b>     | <b>New Field:</b> Title I and Title II, Part A Teachers. This new field identifies the teachers funded in part or in total by Title I, Part A and Title II, Part A. |
| <b>12</b> | <b>50, 51</b> | Clarification regarding the reporting of employees on leave and employees who have terminated employment with the district.   |
| <b>25</b> | <b>69-71</b>  | Clarification in the definition section and in regards to the reporting of employees on leave and employees who have terminated employment with the district.       |

## Field 1: Date of Count

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, Michigan Compiled Laws (MCL) 388.1613; <u>PA 155, Sec. 19 (5)</u>
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	10-character, date with slashes
<b>Record position/type:</b>	001-010, date
<b>Database field name:</b>	MonthOfCount
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

### Dependencies with other fields:

**Programming edits:** For districts using commercial personnel management systems, use the dates given in the definition in your application. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

**Definition:** The official REP submission dates for the 2005-2006 school year are December 9, 2005, and June 30, 2006.

On September 30, the Michigan Legislature enacted P.A. 155 of 2005, amending the State School Aid Act and setting a new deadline for reporting educational personnel data through the REP Application. The new language mandates that the collection occur "by the first business day in December and June 30 of each year."



## Field 2: Operating ISD/ESA Number

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1280; Department of Education Budget Fiscal Year (FY) 2003- 2004 Public Act (PA) 145, § 501; <i>No Child Left Behind of</i> 2001 (NCLB), 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Two-character, right justified, zero fill
<b>Record position/type:</b>	011-012, character
<b>Database field name:</b>	OperatingISD/ESA
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a two-position field (NN).

- 03 Allegan ISD
- 04 Alpena-Montmorency-Alcona ESD
- 08 Barry ISD
- 09 Bay-Arenac ISD
- 11 Berrien ISD
- 12 Branch ISD
- 13 Calhoun ISD
- 14 Lewis Cass ISD
- 15 Charlevoix-Emmet ISD
- 16 Cheboygan-Otsego-Presque Isle ISD
- 17 Eastern Upper Peninsula ISD
- 18 Clare-Gladwin ISD
- 19 Clinton County RESA
- 21 Delta-Schoolcraft ISD
- 22 Dickinson-Iron ISD
- 23 Eaton ISD
- 25 Genesee ISD
- 27 Gogebic-Ontonagon ISD
- 28 Traverse Bay Area ISD
- 29 Gratiot-Isabella RESD
- 30 Hillsdale ISD
- 31 Copper Country ISD

32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley RESA
41	Kent County ISD
44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	Mason-Lake ISD
54	Mecosta-Osceola ISD
55	Menominee ISD
56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
64	Oceana ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair County RESA
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne RESA
83	Wexford-Missaukee ISD

**Dependencies with other fields:** Field 3: Operating District Number

**Programming edits:** When the ISD code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file, or a fatal error is reported.

**Definition:** These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. *For example:* St Joseph ISD's number is "75".

This field applies to position assignment codes "000AX" through "99900".

## Field 3: Operating District Number

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Five-character, right justified, zero fill
<b>Record position/type:</b>	013-017, character
<b>Database field name:</b>	OperatingDistrict
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a five-position field (NNNNN).
<b>Dependencies with other fields:</b>	Field 2: Operating ISD/ESA Number

**Programming edits:** When the LEA or ISD code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the LEA or ISD number that is submitted in the uploaded file, or a fatal error is reported.

**Definition:** These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA, or ISD number of the district where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district if you have been using four digits. To validate or request a School Code Master number, contact [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

This field applies to position assignment codes "000AX" through "99900".

### Field 4: Last Name

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501 NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	40-character, left justified
<b>Record position/type:</b>	018-057, alpha
<b>Database field name:</b>	LastName
<b>SIF tag:</b>	<Name/LastName>
<b>Code/format:</b>	This is a 40-position field. (Jones                                 ). If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.
<b>Dependencies with other fields:</b>	Field 5: First Name Field 12: Funded Position Status

**Programming edits:** If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error is reported.

**Definition:** This is the staff member's last name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Report all pertinent information about the temporary substitute or contractor that would be reported for an employee on staff. This field applies to position assignment codes "000AX" through "99900".

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

*Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *last* name should say "VACANT."

*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts

that use the Bulk Upload Application, the Personnel Identification Code (PIC) number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

### Field 5: First Name

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	40-character, left justified
<b>Record position/type:</b>	058-097, alpha
<b>Database field name:</b>	FirstName
<b>SIF tag:</b>	<Name/FirstName>
<b>Code/format:</b>	This is a 40-position field (Sally ).  If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field, padded with blanks.
<b>Dependencies with other fields:</b>	Field 4: Last Name Field 12: Funded Position Status

**Programming edits:** If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 5 must be reported as "FUNDED" or a fatal error is reported.

**Definition:** This is the employee's first name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Report all pertinent information about the temporary substitute or contractor that would be reported for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

*Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *first* name should say "FUNDED."

This field applies to position assignment codes "000AX" through "99900".

### Field 6: Middle Name

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	40-character, left justified, blanks accepted
<b>Record position/type:</b>	098-137, alpha
<b>Database field name:</b>	MiddleName
<b>SIF tag:</b>	<Name/MiddleName>
<b>Code/format:</b>	This is a 40-position field (Alice                                  ).  If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.
<b>Dependencies with other fields:</b>	Field 4: Last Name Field 5: First Name Field 12: Funded Position Status

**Programming edits:** Blanks are accepted. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned), Field 6 must be blank.

**Definition:** This is the employee's middle name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of termination of a staff member. Report all pertinent information about the temporary substitute or contractor that would be reported for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions.

This field applies to position assignment codes "000AX" through "99900".

## Field 7: Social Security Number

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1231, 388.1233; Department of Education Budget FY 2003-2004 PA 145, § 501; Privacy Act, PL 93-579, Section 7 <u>2005 PA 129-131 and 139</u>
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Nine-character, blanks accepted
<b>Record position/type:</b>	138-146, integer
<b>Database field name:</b>	SocialSecurityNumber
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a nine-position field (NNNNNNNNN).
<b>Dependencies with other fields:</b>	Field 8: Credential License Number Field 12: Funded Position Status Field 10: Assignment Code

**Programming edits:** If this field is blank for assignment codes "70000" through "99900" and "000NF", then a fatal error is reported. If this field and Field 8: Credential License Number are blank for position assignment codes "000AX" through "00599", (General Education, Special Education, Career/Tech Education), a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned), the first five digits of this field must be the district number, or a fatal error is reported.

**Definition:** This field provides the official identification of each employee. For position assignment codes "000AX" through "00599" either this field or Field 8: Credential License Number must have a value, all other assignment codes require completion of this field. The Social Security number should be reported without hyphens or spaces, e.g., 333-22-4444 is entered as 333224444. This field must have a value if the position is vacant. ~~This field applies to position assignment codes "000AX" through "00599".~~

**Vacant positions:** In order to track funded but vacant positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit City School District (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.



*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

## Field 8: Credential License Number

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1231, 388.1233; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	Frank Ciloski, Office of Professional Preparation Services (OPPS), 517-373-3310, <a href="mailto:CiloskiF@michigan.gov">CiloskiF@michigan.gov</a>
<b>Field specification:</b>	15-character, left justified, pad with blanks
<b>Record position/type:</b>	147-161, alphanumeric
<b>Database field name:</b>	CredentialLicenseNumber
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a 15-position field.
<b>Dependencies with other fields:</b>	Field 7: Social Security Number Field 12: Funded Position Status Field 17: Type of Credential Field 10: Assignment Code

**Programming edits:** If this field and Field 7: Social Security Number are blank for position assignment codes "000AX" through "00599", a fatal error is reported. If the credential number is not a valid number in the Teacher Certification Database (License 2000), a fatal error is reported.

**Definition:** For position assignment codes "000AX" through "00599", either this field or Field 7: Social Security Number must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. This field applies to position assignment codes "000AX" through "00599". This field is not required for assignment code "000NF" (Jr. ROTC).

The Office of Professional Preparation Services now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

- For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
- For staff members with position assignment codes "00310" through "00406" and "000NF" who are not required to hold a credential for the position, Field 17 may be coded "00". For staff members with position assignment codes "00310" through "00406" and "000NF" who are required to hold a credential, report the appropriate credential type in Field 17. If a staff member has a split full-time

equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be reported.

- For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers for permanent and continuing certificates.

Two methods are available for you to obtain the new credential numbers.

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload a list of all of your teachers. You will then be provided with a list of all the credentials held by an individual. Complete information about the CDX and submission requirements is available at the REP Web site, located at <http://www.michigan.gov/cepi>. Click on "MEIS Data Services," and then click on "Registry of Educational Personnel."
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Michigan Teacher Certification Status Web site, located at <https://mdoe.state.mi.us/teachercert/>. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all credentials held by the individual.

## Field 9: Date of Hire

<b>Submission date:</b>	First business day in December and June 30																								
<b>Field use:</b>	Revised School Code, MCL 380.1231, 388.1233; School Aid Act, MCL 388.1613, 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501																								
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>																								
<b>Field specification:</b>	10-character, date with slashes																								
<b>Record position/type:</b>	162-171, date																								
<b>Database field name:</b>	DateOfHire																								
<b>SIF tag:</b>	<>																								
<b>Code/format:</b>	<p>This is a 10-position field (MM/DD/CCYY).</p> <p>All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:</p> <table><tr><td>01</td><td>January</td><td>07</td><td>July</td></tr><tr><td>02</td><td>February</td><td>08</td><td>August</td></tr><tr><td>03</td><td>March</td><td>09</td><td>September</td></tr><tr><td>04</td><td>April</td><td>10</td><td>October</td></tr><tr><td>05</td><td>May</td><td>11</td><td>November</td></tr><tr><td>06</td><td>June</td><td>12</td><td>December</td></tr></table>	01	January	07	July	02	February	08	August	03	March	09	September	04	April	10	October	05	May	11	November	06	June	12	December
01	January	07	July																						
02	February	08	August																						
03	March	09	September																						
04	April	10	October																						
05	May	11	November																						
06	June	12	December																						
<b>Dependencies with other fields:</b>	Field 1: Date of Count Field 12: Funded Position Status Field 13: Date of Birth																								

**Programming edits:** If the field is left blank or does not contain a valid date, a fatal error will be reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

**Definition:** This field identifies the initial date of hire (date employed) for the staff member within the district. A change in position in the district does not change the initial hire date. For example, if a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual. If a substitute is hired to fill a teaching position, use the date the substitute teacher was hired into the district. For vacant, funded positions (vacancy created since the previous school year and not yet filled), leave this field blank. This field applies to position assignment codes "000AX" through "99900".

## **Field 10: School Assignment by Grade, Full-Time Equivalency (FTE), Wage, Accounting Function Code, Highly Qualified Status, Academic Major, Academic Minor, Administrator Continuing Education, Number of Classes Taught**

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	Revised School Code, MCL 380.1231, 388.1233, 388.1280; School Aid Act, MCL 388.1613, 388. 1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	<b>Accounting/Function Codes</b> Glenda Rader, 517-335-0524, <a href="mailto:raderg@michigan.gov">raderg@michigan.gov</a> <b>Position Assignment Codes</b> DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a> <b>Teacher Placement Questions</b> Office of Professional Preparation Services, 517-373-3310 <b>Endorsement Codes</b> Office of Professional Preparation Services, 517-373-3310 <b>School/Facility Codes</b> DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a> <b>Career &amp; Technical Education</b> Saundra Carter, 517-335-0372, <a href="mailto:carterse@michigan.gov">carterse@michigan.gov</a> <b>Certification Issues</b> Frank Ciloski, 517-373-3310, <a href="mailto:ciloskif@michigan.gov">ciloskif@michigan.gov</a> <b>Highly Qualified Status</b> Frank Ciloski, 517-373-3310, <a href="mailto:ciloskif@michigan.gov">ciloskif@michigan.gov</a> <b>Academic Major</b> Frank Ciloski, 517-373-3310, <a href="mailto:ciloskif@michigan.gov">ciloskif@michigan.gov</a> <b>Academic Minor</b> Frank Ciloski, 517-373-3310, <a href="mailto:ciloskif@michigan.gov">ciloskif@michigan.gov</a> <b>Number of Classes Taught</b> <del>Frank Ciloski, 517-373-3310, <a href="mailto:ciloskif@michigan.gov">ciloskif@michigan.gov</a></del> <b>Administrator Continuing Education Requirement</b> Office of Professional Preparation Services, 517-373-3310 <b>Early Childhood</b> Connie Robinson, 517-241-4291, <a href="mailto:robinsonc@michigan.gov">robinsonc@michigan.gov</a> <b>Gifted &amp; Talented</b> David Mills, 517-373-4213, <a href="mailto:millsd@michigan.gov">millsd@michigan.gov</a> <b>Migrant Program</b> Linda Forward, 517-373-4001, <a href="mailto:forwardl@michigan.gov">forwardl@michigan.gov</a>

**Special Education**

Allan Knapp, 517-485-8181, [akzoom@aol.com](mailto:akzoom@aol.com)

Jim Nuttall, 517-335-0454, [nuttallj@michigan.gov](mailto:nuttallj@michigan.gov)

**Title I**

Mary Alice Galloway, 517-241-4185, [gallowaym@michigan.gov](mailto:gallowaym@michigan.gov)

**Title IX**

Roberta Stanley, 517-335-0436, [stanleyr@michigan.gov](mailto:stanleyr@michigan.gov)

<b>Field specification:</b>	50-character, repeated nine times														
<b>Record position/type:</b>	172-621, character														
<b>Database field name:</b>	SchoolCodePositionAssignmentCurrentGrade AssignmentFTEWageAccounting/Function CodeHighly Qualified AcademicMajorAcademicMinorAdministratorContinuingEducation NumberofClassesTaught														
<b>SIF tag:</b>	<>														
<b>Code/format:</b>	This is a 450-position field formatted with eleven codes that are repeated nine times: school (NNNNN), position assignment (NNNAA or NNNNN), current grade-level assignment (Boolean), FTE (N.NN), wage (NNN.NN), accounting/function code (NNN), Highly Qualified Status (N), Academic Major (N), Academic Minor (N), Administrator Continuing Education Requirement (N), and <del>reserved</del> <u>number of classes taught</u> (N).														
<b>Dependencies with other fields:</b>	<table><tr><td>Field 7: Social Security Number</td><td>Field 25: Employment Status</td></tr><tr><td>Field 8: Credential License Number</td><td>Field 26: Date of Termination</td></tr><tr><td>Field 12: Funded Position Status</td><td>Field 28: Annual Salary</td></tr><tr><td>Field 17: Type of Credential</td><td>Field 29: MI Sponsoring Institution</td></tr><tr><td>Field 18: Date Credential Issued</td><td>Field 30: Non-MI Sponsoring Institution</td></tr><tr><td>Field 19: Date of Expiration</td><td></td></tr><tr><td>Field 24: Hours of Professional Development</td><td></td></tr></table>	Field 7: Social Security Number	Field 25: Employment Status	Field 8: Credential License Number	Field 26: Date of Termination	Field 12: Funded Position Status	Field 28: Annual Salary	Field 17: Type of Credential	Field 29: MI Sponsoring Institution	Field 18: Date Credential Issued	Field 30: Non-MI Sponsoring Institution	Field 19: Date of Expiration		Field 24: Hours of Professional Development	
Field 7: Social Security Number	Field 25: Employment Status														
Field 8: Credential License Number	Field 26: Date of Termination														
Field 12: Funded Position Status	Field 28: Annual Salary														
Field 17: Type of Credential	Field 29: MI Sponsoring Institution														
Field 18: Date Credential Issued	Field 30: Non-MI Sponsoring Institution														
Field 19: Date of Expiration															
Field 24: Hours of Professional Development															

**Programming edits:** Field 10 must be submitted when reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination. When reporting a vacant funded position in Field 12: Funded Position Status, Field 10 must be reported; each section of position one must have a value.

The following programming edits are applicable when a position assignment code is submitted:

*School Assignment:* When a school/facility code is invalid, blank, or not in the School Code Master, a fatal error is reported. For staff members submitted in a closed school/facility, the close date of the school/facility in the School Code Master cannot be prior to July 1 of the current submission year, or a fatal error is reported.

*Position Assignment:* When a position assignment code is invalid (not included in the official list of position assignment codes in Field 10) or blank, a fatal error is reported. If a "4" or "5" is reported in Field 12: Funded Position Status for position assignment codes "000AX" through "00599", Code "11",

"12", "13" or "53", or the appropriate credential type for a credentialed employee must be reported in Field 17: Type of Credential. The position assignment code must be a valid code as listed in the field descriptions in Field 10, or a fatal error is reported.

*Fields 1-5, 7, 9-10, 13-17, 25 and 28 must be reported for all staff members. Position assignment codes are reported for the remaining fields as follows:*

If the position assignment code is between "000AX" and "00599", then Field 7: Social Security Number or Field 8: Credential License Number, Field 12: Funded Position, Field 17: Type of Credential, Field 18: Credential Issue Date, Field 19: Credential Expiration Date (when required for credential type), Field 24: Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution must be reported (Field 29 and Field 30 are required to be reported for new teachers only), or a fatal error will be reported.

If the position assignment code is between "70000" and "79999", then Field 12: Funded Position, Field 17: Type of Credential, and Field 24: Professional Development must be reported, or a fatal error is reported.

If the position assignment code is between "80000" and "99900", then Field 17: Type of Credential must be reported with zeros, or a fatal error is reported. Field 12: Funded Position Status must be left blank, or a fatal error is reported unless the position is reported as a vacant position or as an on leave position.

*Grade Assignment:* When the grade level and educational setting are incorrect or blank for an employee (position assignment codes "000AX" through "99900"), a fatal error is reported. If both a grade level and an educational setting are reported, a fatal error is reported.

*FTE:* If the FTE is left blank or is less than 0.00, a fatal error is reported. If the FTE is greater than 2.0, a fatal error is reported.

*Wage:* Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and annual salary. Both fields must have a value. If the hourly wage is reported in this field, Field 28: Annual Salary must have either the annual salary or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error is reported.

*Accounting/Function Code:* When the accounting function code is invalid (not included in the official list of accounting/function codes as listed in this manual) or left blank, a fatal error is reported.

Accounting/function codes "111" through "135" may only be submitted for position assignment codes "000AX" through "00599", code "94100", and "80000" through "81300", or a fatal error is reported.

*Note:* This field must be reported if codes "01" through "19" are used in Field 25: Employment Status and a termination date is given in Field 26: Date of Termination.

*Highly Qualified Status:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Academic Major:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Academic Minor:* A fatal error is reported if a "1" or "2" is not reported for a required position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Administrator Continuing Education:* A fatal error is reported if a "1" or "2" is not reported for required position assignment codes "70000" through "79999". (See administrative position assignment codes for specific position assignment codes to be reported.) For position assignment codes that are not required to be reported for administrator continuing education, report "0" in this position.

~~*Reserved5:* A fatal error is reported if this position does not contain a "0".~~

*Number of Classes Taught:* For assignment codes 000AX through 000ZZ, a fatal error is reported if this position does not contain a value from "1" to "9" for the identified core academic subject area assignment codes. All other assignment codes must be reported with a code of "0" or a fatal error is reported.

**Definition:** This field identifies the school/facility where the staff member is employed by assignment, grade level, FTE, wage, and accounting/function code, as well as the school district's determination of whether the teacher or paraprofessional meets the definitions of "highly qualified" for each instructional assignment, as required by the Elementary and Secondary Education Act as reauthorized by the *No Child Left Behind Act of 2001*. This field is repeated nine times with the employee's primary position (i.e., greatest FTE) reported in the first position of Field 10. Districts are to report all position assignments for each staff member.

This field applies to position assignment codes "000AX" through "99900". This field must be submitted when codes "01" - "19" are reported in Field 25: Employment Status and when Field 26: Date of Termination of Employment is reported.

#### **School Code: Five-digit code (NNNNN)**

**Definition:** These codes are the state-assigned numbers in the School Code Master. *This field also provides the relational link to all the core data sets in the warehouse.* This is the number of the school where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to Help-Desk@michigan.gov.

**Schools:** For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical school/facility) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called the principal(s), who report to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K – 12 instruction.
- Students. A school has one or more students in grades K – 12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through



the twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.

- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

**Programs:** Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K – 12 education.
- Students are referred by another public agency/school, and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K – 12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9 – 12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

**Ancillary Facilities:** There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., day-care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a separate code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K – 8, 9 – 12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K – 12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one school/facility but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

**Position Assignment: Five-digit code (NNNAA or NNNNN)**

Beginning with the End-of-Year 2006 REP Submission, all school personnel and contracted staff members must be reported in the REP regardless of the FTE count.

**Definition:** The following pages include the subject area codes that the staff members have been assigned. In general education, ~~the subject area assignments usually match the subject area endorsements that appear on the teaching certificate~~ it is important to select the subject area position assignment code that most accurately identifies the subject area being taught by the individual teacher. **Districts are to report all subject area assignment codes for staff members with multiple assignments.** The primary assignment should be listed first if multiple subject area assignments are being reported for one individual. For example, if a teacher's assignment is teaching English 0.6 FTE and History 0.4 FTE, report "000BA" (English) in the first position of Field 10 and "000CC" (History) in the second position of Field 10. *Place the numerals "000" (zero) before each two-letter subject code. Do not use the letter "o" for this purpose.*

In *special education assignments*, use the numeric codes found under the Special Education Assignments: Instructional Personnel Codes, Teacher Consultant Personnel Codes, Special Education Support Personnel Codes, or Additional Special Education Personnel. For example, if a teacher's assignment is in a classroom for students with learning disabilities, the code is "00150"; a Teacher Consultant for students with learning disabilities is "00230"; Director of Special Education is coded "75261".

In *administrator assignments*, the primary position held by the individual administrator is listed first if more than one assignment exists for the employee. For example, if an employee serves as assistant principal for the majority of the class day and teaches for a third of the day, the requirement is to list the assistant principal position as the primary position and the teaching assignment in the next position.

In *noncertified/nonlicensed assignments for codes "81500" and "99900"*, select the assignment(s) that identifies the position held by the employee as accurately as possible. The school year 2002-2003 was the first year of collection for these assigned positions. Careful consideration is recommended for selections made for each employee in the district.

For *substitute teachers, day-to-day substitute teachers, and contractors*, report all full-time and part-time substitute teachers and contractors who are filling regular positions. For example, if the district has employed an individual under a full-year permit to fill a math position, report the individual as a regularly employed math teacher. In Field 17: Type of Credential, report code "11", Permit, full-year. This same procedure is followed for individuals employed under emergency (Field 17, code "12") and 1233B (Field 17, code "13") permits who have been employed to fill regular teaching positions. Use the correct code in Field 17 for each type of permit used. For contracted employees, report the appropriate assignment code for the position. Report all remaining fields as appropriate for the assignment code reported in Field 10.

~~For day-to-day substitutes, do not report day-to-day substitute teachers unless they are considered full-time positions (described above) and are under contract as full-time employees of the district with separate FTEs, as reported in Field 17: Type of Credential, code "14".~~

For *certified/noncertified positions*, if the district employs an individual in a split position as a teacher for 0.8 FTE and a paraprofessional for 0.2 FTE, report the certified position as the primary assignment and the paraprofessional as the secondary.

For *bus drivers*, use the administrative school/facility code ("00000") for bus drivers unless the bus garage has a separate school/facility code. Bus garages may have separate school/facility codes.

**Fields 1-5, 7<sup>\*\*\*</sup>, 9-10\* (or 28), 13-17, 25, and 28 must be reported for all staff members.**

**Position assignment codes are reported for remaining fields as follows:**

Numeric Range of Assignment Codes	Social Security or Credential Number Field 7 or 8	Title I and Title II, Part A Field 11 <sup>****</sup>	Funded Position Field 12	Credential Type Field 17	Credential Issued Date Field 18	Credential Expiration Date Field 19	Prof. Dev. Field 24	Sponsoring Institutions Report Either Field 29, or Field 30
000AX-00599	yes	yes	yes	yes	yes	yes	yes	yes**
70000-79999	yes <sup>****</sup>	no	yes	yes	no	no	yes	no
80000-81300	yes <sup>****</sup>	no	no	yes	no	no	no	no
81500-99900	yes <sup>****</sup>	no	no	yes	no	no	no	no

\*Since fall 2003, districts have been able to report an hourly wage in Field 10 and an annual salary in Field 28. Both fields must have a value or a fatal error is reported.

\*\*Field 29 or 30 must be reported for teachers in their first three years of employment in the profession of teaching.

\*\*\*Field 7: Social Security Number. Beginning with the EOY 2006 REP submission, this field must be reported for all assignment codes including 70000 through 99900.

\*\*\*\*Field 11: Title I and Title II, Part A, must be reported for assignment codes "000AX" through "00599". See Field 11 for specific instructions.

**Assignments to General Education (NNNAA)**

***\*\*Report Highly Qualified Status, Academic Major Status, and Academic Minor Status for general education assignment as indicated.***

***\*\*\*Report Highly Qualified Status for special education and alternative education teachers who provide direct instruction in the core academic subjects.***

**English Language Arts**

000AX --Communication  
Arts\*\*

000BX --Language Arts\*\*

000BA --English\*\*

000BC --Journalism

000BD --Speech

000BR --Reading Title I\*\*

000BT---Reading\*\*

**Social Sciences**

000RX --Social Studies\*\*

000CA --Economics\*\*

000CB --Geography\*\*

000CC --History\*\*

000CD --Political

Science\*\*

000CE---Psychology

000CF---Sociology

000CH --Anthropology

000CL---Cultural Studies

000CM--Behavioral

Studies

000CX --Social Science\*\*

000NJ--- Environmental

Studies

000PR -- Religion-

000PS -- Philosophy

000PX -- Humanities

**Science**

000DX --Science\*\*

000DA --Biology\*\*

000DC --Chemistry\*\*

000DE --Physics\*\*

000DH --Geology-Earth

Science\*\*

000DO --Astronomy\*\*

000DI ---Integrated

Science\*\*

000DP---Physical

Science\*\*

**Mathematics**

000EX -- Mathematics\*\*

**World Language**

000FA -- French\*\*

000FB -- German\*\*

000FC -- Greek

000FD -- Latin\*\*

000FE -- Russian

000FF--- Spanish\*\*

000FG -- Other World

Languages

000FH -- Italian

000FI --- Polish

000FJ --- Hebrew

000FL -- Japanese

Language and

Culture

000FR -- Chinese

000FY -- Arabic

000NS -- English As a

Second Language

(Bilingual Education)

000YA-- Bilingual French

000YB-- Bilingual German

000YC-- Bilingual Greek

000YE -- Bilingual Russian

000YF -- Bilingual Spanish

000YH-- Bilingual Italian

000YI--- Bilingual Polish

000YJ--- Bilingual Hebrew

000YK-- Bilingual Arabic

000YL -- Bilingual Other

000YM - Bilingual

Vietnamese

000YN-- Bilingual Korean

000YO-- Bilingual

Yugoslavian

000YP -- Bilingual

Chaldean

000YR-- Bilingual Chinese

000YS -- Bilingual Filipino

000YT -- Bilingual

Japanese

**Business**

000GX - Business

Education

000GA - Accounting

000GH - Business

Administration

000GI -- Secretarial

Science

000GM- Distributive

Education

**Technology**

000IX -- Industrial

Technology

000ND - Library Media

000NR - Computer Science

000TX-- Technology

Education

000NP-- Educational

Technology

**The Arts**

000JX -- Music

Education\*\*

000LX-- Art\*\*

000LQ-- Visual Arts

Education

000LZ-- Visual Arts

Education

Specialist

000MH- Dance\*\*

000OX - Fine Arts\*\*

**Support Services**

000NT-- Guidance and

Counseling

00360--- Occupational

Therapy

00370--- Physical Therapy

000NU - Occupational/

Physical Therapy

000NY - School Nurse

### Wellness

000MA -Health  
000MB--Physical Education  
000MD -Recreation  
000MX -Health, Physical Education  
and Recreation  
000NZ --Sex Education

### Miscellaneous

000HX --Agriscience and Natural  
Resources  
000KH --Family and Consumer  
Education  
000NC --Driver and Safety  
Education  
000NF --Jr. ROTC  
000NX --Other

### Level-Related Assignments

000ZA --Early Childhood  
Education  
000ZG --General Elem. K-5 all  
subjects, K-8 Self-  
Contained\*\*  
000NX --Other (Alternative  
Education)  
000ZZ -- Alternative Ed (self-  
contained classroom)

### Special Education\*\*\*

Use number codes

### Vocational Education

Use number codes

Note: The assignment codes for Journalism "000BC", Speech "000BD" and Early Childhood Education "000ZA" are no longer listed as core academic subject areas. These changes were made by the Michigan Department of Education, Office of Professional Preparation Services (OPPS).

For reporting Kindergarten and Pre-Kindergarten personnel, follow these guidelines from the Michigan Department of Education, Office of Professional Preparation Services:

Kindergarten teachers should be reported with the assignment code "000ZG" (General Elementary) and as highly qualified or not highly qualified as appropriate for the staff member.

Pre-Kindergarten teachers should be reported with the assignment code "000ZA" (Early Childhood Education). Reporting highly qualified status is not required for these teachers.

If you have questions regarding these changes, please contact OPPS at 517-373-3310.

*Note:* The assignment codes "000LQ" (Visual Arts Education), "000LZ" (Visual Arts Education Specialist), "000CX" (Social Science), "000NP" (Educational Technology) and "000NU" (Occupational/Physical Therapy) will be phased out in the future. Districts are requested to report the following assignments as indicated.

**Art Education:** Districts are to report "000LX" (Art) for all art assignments rather than "000LQ" (Visual Arts Education) and "000LZ" (Visual Arts Education Specialist).

**Educational Technology:** Districts are to report "000TX" (Technology Education) for technology assignments rather than "000NP" (Educational Technology).

**Social Studies:** For general social studies districts are to report "000RX" (Social Studies) rather than "000CX" (Social Science).

**Occupational/Physical Therapy:** Districts are to report "00360" (Occupational Therapy) and "00370" (Physical Therapy) rather than "000NU" (Occupational/Physical Therapy).

The Michigan Department of Education, Office of Professional Preparation Services, prepared the following chart to assist districts in the selection of assignment codes for the various subject areas taught by the instructional staff in a district. Column one, "REP Assignment Code," lists the actual assignment codes as they appear in Field 10. Column two, "REP Class Assignment Title," lists the assignment code title for each specific REP assignment code. Column three, "Examples of Types of Subject Area Classes," lists examples of the types of subjects that would be included for each assignment code in the REP. This list does not include all subjects that may be taught by all districts, but is meant to aid the district in determining which assignment code to use for the instructional staff for these or similar types of subject areas.

<b>REP Assignment Code</b>	<b>REP Class Assignment Title</b>	<b>Examples of Types of Subject Area Classes Use REP Assignment Code listed in the first column for classes with these or similar titles</b>
<b>English Language Arts</b>		
000AX	Communication Arts	Communication Arts
000BX	Language Arts	Language Arts
000BA	English	English Grammar Research Writing Creative Writing Composition Poetry Literature Great Books Shakespeare
000BC	Journalism	Journalism Year Book Media School Newspaper
000BD	Speech	Speech Communications Debate <u>Drama</u> Forensics News/Broadcasting Public Speaking Oral Interpretation
000BR	Reading – Title I	Reading – Title I
000BT	Reading	Reading Linguistics Developmental Reading
<b>Social Sciences</b>		
000RX	Social Studies	Social Studies
000CA	Economics	Economics
000CB	Geography	Geography Global Geography Michigan Geography U.S. Geography Global Issues

		The Global Village Western Hemisphere Eastern Hemisphere World Regions
000CC	History	History Michigan History U.S. History World History European History
000CD	Political Science	Political Science American Government Government Civics Contemporary World Issues American Problems Current Events
000CE	Psychology	Psychology
000CF	Sociology	Sociology
000CH	Anthropology	Anthropology
000CL	Cultural Studies	Cultural Studies Cultural Anthropology Modern Popular Culture
000CM	Behavioral Studies	Behavioral Studies
000CX	Social Science	Districts are requested to report 000RX for general social studies/social science assignments. The assignment code 000CX will be phased out in the future.
000NJ	Environmental Studies	Environmental Studies (based on a social science perspective)
000PR	Religion	Academic Study of Religion World Religions
000PS	Philosophy	Philosophy
000PX	Humanities	Humanities

**Science**

000DX	Science	Science Integrated Science General Science Applied Science Integrated Physical and Earth Science
000DI	Integrated Science	Integrated Science
000DA	Biology	Biology Ecology Botany Zoology Human Anatomy and Physiology Life Science Biochemistry Genetics Microbiology

000DC	Chemistry	Chemistry Organic Chemistry Biochemistry
000DE	Physics	Physics
000DH	Geology/Earth Science	Geology/Earth Science Earth Science Earth/Space Science
000DO	Astronomy	Astronomy
000DP	Physical Science	Physical Science

**Mathematics**

000EX	Mathematics	Mathematics Arithmetic Number Theory Pre-Algebra Geometry Calculus Statistics College Algebra Trigonometry Solid Geometry Title I Mathematics
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**World Language**

000FA	French	French Language, Grammar and Culture
000FB	German	German Language, Grammar and Culture
000FC	Greek	Greek Language, Grammar and Culture
000FD	Latin	Latin Language, Grammar and Culture
000FE	Russian	Russian Language, Grammar and Culture
000FF	Spanish	Spanish Language, Grammar and Culture
000FH	Italian	Italian Language, Grammar and Culture
000FI	Polish	Polish Language, Grammar and Culture
000FJ	Hebrew	Hebrew Language, Grammar and Culture
000FL	Japanese	Japanese Language, Grammar and Culture
000FR	Chinese	Chinese Language, Grammar and Culture
000FY	Arabic	Arabic Language, Grammar and Culture
000FG	Other World Language	Specific Language, Grammar and Culture
000NS	English as a Second Language	ESL Classes - Classes taught in English which is second language for students in the class
000YA - 000YT	Bilingual Education	Classes taught both in English and other language See General Education Assignment List for specific language used.

**Business**

000GX	Business Education	All listed subject areas may be reported as Business Education
000GA	Accounting	Accounting
000GH	Business Administration	Business Administration Business Education Business Communications Business Law Business Management



000GI	Secretarial Science	Secretarial Science Business Technology
000GM	Distributive Education	Marketing Education Distributive Education

**Technology**

000IX	Industrial Technology	Industrial Technology Industrial Arts Drafting/Computer Assisted Design Woods, Metal, and Plastics Technologies Electricity/Electronics Graphic Arts Automotive and Small Engine Technology Manufacturing Construction Transportation Communication Technologies Power and Energy
000ND	Library Media	Library Media Library Media Specialist School Library Librarian
000NR	Computer Science	Computer Science Programming Computer Networking Advanced Web Design
000TX	Technology Education	Technology Education Technology and Design Concepts of Technology Bio-related Technologies Information Technology
000NP	Educational Technology	Districts are requested to report Educational Technology assignments as 000TX. The assignment code 000NP will be phased out in the future.

**The Arts**

000JX	Music Education	Music Education General Music Marching Band Concert Band Orchestra Choral Music Strings Music Theory Keyboards Jazz Ensemble Wind Ensemble Choir
000LX	Art Education	Visual Arts Visual Studies Art

		Drawing Painting Illustration Sculpture Ceramics/Pottery Design Art Appreciation Computer Graphics and Design Video Photography Film Art History Art Criticism Aesthetics Fiber Arts Jewelry Digital/New Media Design
000LQ	Visual Arts Education	Districts are requested to report "000LX" for Art Education assignments. The assignment code 000LQ will be phased out in the future.
000LZ	Visual Arts Education Specialist	Districts are requested to report "000LX" for Art Education assignments. The assignment code 000LZ will be phased out in the future.
000MH	Dance	Dance Folk Dance Jazz Ballet Modern Dance Square Dance Tap Ballroom Dancing
000OX	Fine Arts	Fine Arts Interdisciplinary Arts Arts Exploratory

**Support Services**

000NT	Guidance and Counseling	School Guidance Counselor
000NU	Occupational/Physical Therapy	Districts are requested to report "00360" for Occupational Therapy assignments and "00370" for Physical Therapy assignments. The assignment code 000NU will be phased out in the future.
00360	Occupational Therapy	Occupational Therapy
00370	Physical Therapy	Physical Therapy
000NY	School Nurse	School Nurse

**Wellness**

000MA	Health	Health Personal Hygiene
000MB	Physical Education	Physical Education Physical Fitness

		Specific team sports (football, volleyball, etc.)
000MD	Recreation	Outdoor Recreation Specific personal sports (badminton, golf, tennis, bowling, etc.)
000MX	Health, Physical Education, Recreation, and Dance	Use only for classes that combine health, physical education, recreation, and dance (or at minimum combine health and physical education)
000NZ	Sex Education	Sex Education

**Miscellaneous**

000HX	Agriscience & Natural Resources	Classes related to plant science, animal science, natural resources, farm business management, & small engine repair.
000KH	Family & Consumer Sciences	Family & Consumer Sciences Parenthood Education Nutrition Science Pre-employment skills Family Relationships Essential Health & Living Skills Balancing Work & Family Pre-parenthood Life Management Nutrition & Foods Consumer Education Family Living Life Survival Skills Personal Living
000NC	Driver and Safety Education	Driver and Safety Education
000NF	Jr. ROTC	Junior ROTC
000NX	Other	Assignment not listed

**Level-Related Assignments**

000ZA	Early Childhood Education	Pre-Kindergarten Pre-School Birth to age 4 Head Start
000NX	(Other)Alternative Education	Alternative Education
000ZG	General Elem. K-5 all subjects, K-8 Self-Contained	Teaching all core subjects in self-contained classrooms in any grade between kindergarten and grade 8.

## Assignments to Special Education (NNNNN)

### Instructional Personnel Codes:

- 00110 Educable Mentally Impaired (SA)
- 00120 Trainable Mentally Impaired (SA)
- 00130 Severely Mentally Impaired (SA)
- 00140 Emotionally Impaired (SE)
- 00150 Learning Disabled (SM)
- 00160 Hearing Impaired (SL)
- 00170 Visually Impaired (SK)
- 00180 Physically or Otherwise Health Impaired (SC)
- 00190 Severely Multiple Impaired (SA, SL, SK, and SC)
- 00191 Preprimary Impaired
- 00192 Speech/Language Impaired (SB)
- 00193 Autistic Impaired (SV)
- 00194 Resource Room

### Teacher Consultant Personnel Codes:

- 00200 Teacher Consultant: Autistic Impaired
- 00210 Teacher Consultant: Mentally Impaired (SU)
- 00220 Teacher Consultant: Emotionally Impaired
- 00230 Teacher Consultant: Learning Disabled
- 00240 Teacher Consultant: Hearing Impaired
- 00250 Teacher Consultant: Visually Impaired
- 00260 Teacher Consultant: Physically or Otherwise Health Impaired (SI)
- 00270 Preprimary Home Program/Ancillary Service Staff
- 00280 Homebound/Hospitalized
- 00290 Teacher of Speech/Language Impaired Non-Classroom Program
- 00291 Physical Education for the Handicapped

### Special Education Support Personnel Codes:

- 00310 School Social Work (including non-special education)
- 00320 School Psychologist (SG)
  - Director of Special Education (see administration assignment section)
  - Supervisor of Special Education (see administration assignment section)
- 00350 Curriculum Resource Consultant
- 00360 Occupational Therapist
- 00370 Physical Therapist

### Additional Special Education Personnel Codes:

- 00380 Misc. Other Professional Personnel
- 00381 Audiologist
- 00383 Registered Music Therapist
- 00384 Registered Nurse
- 00385 Orientation and Mobility Specialist
- 00386 Registered Recreational Therapist
- 00387 Work Study Coordinator
- 00388 Physician
- 00389 Registered Art Therapist
- 00390 Occupational Therapist Assistant
- 00391 Physical Therapist Assistant
- 00392 Orientation and Mobility Assistant
- 00403 Instructional Aide (including health care aides), as defined in Individual Education Plan (IEP)
- 00406 Interpreter for the Deaf

*Note:* Special education teachers who provide direct instruction in the core academic subjects to students must meet the definition of a highly qualified teacher for the subject. The Michigan Department of Education has determined that a special education teacher with an elementary certificate may be considered highly qualified for that assignment. A special education teacher who has taken and passed the general elementary test (MTTC) may be considered highly qualified for any K-12 special education assignment.

**Assignments to Career/Tech Education (NNNN) 00500-00599**

**Agriculture (VA):**

00501	Agriculture, Agricultural Operations and Related Sciences	(01.0000)
00502	Natural Resources and Conservation	(03.0000)
00503	Agricultural Mechanics and Equipment/Machinery Technology	(02.0205)

**Marketing Education (VD):**

00510	Marketing Sales and Services	(52.1999)
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**Family and Consumer Sciences (formerly Home Economics) (VH):**

00520	Family and Consumer Sciences	(19.0000)
00521	Child & Custodial Care Services (w/occupational endorsement)	(19.0700)
00523	Personal and Culinary Services (w/occupational endorsement)	(12.9999)
00524	Education General	(13.0000)

**Trade and Industrial Education (VT):**

00530	Radio & Television Broadcasting Technology	(10.0202)
00531	Cosmetology	(12.0400)
00532	Plastics Engineering Technology/Technician	(15.0607)
00533	Industrial Production Technology/Technicians	(15.0612)
00534	Home Furnishings Equipment Installers and Consultants	(19.0605)
00536	Custodial, Housekeeping and Home Services	(19.0699)
00538	Public Safety/Protective Services	(43.0100)
00539	Electrical & Power Transmission Installation	(46.0301)
00540	Construction Trades	(46.0000)
00541	Building Maintenance	(46.0401)
00542	Electrical/Electronics Equipment Installation and Repair	(47.0101)
00543	Appliance Installation and Repair Technology	(47.0106)
00544	Electro-Mechanical Technology	(15.0403)
00545	Heating, Air Conditioning, Ventilation, and Refrigeration	(47.0201)
00546	Industrial Equipment Maintenance & Repair	(47.0399)
00549	Collision Repair	(47.0603)
00550	Automobile Technician	(47.0604)
00551	Medium and Heavy Truck Technology	(47.0613)
00552	Small Engine & Related Equipment Repair	(47.0606)
00553	Airframe Technology	(47.0607)
00554	Power Plant Technology (Aircraft)	(47.0608)
00560	Drafting and Design Technology	(15.1301)
00562	Graphics Communications	(10.0301)
00563	Visual Communications Technology	(50.0401)
00564	Machine Tool Operation/Machine Shop	(48.0501)
00566	Welding, Brazing, and Soldering	(48.0508)
00567	Woodworking General	(48.0701)
00568	Precision Production Trades General	(48.0000)
00569	Aeronautics/Aviation/Aerospace Science and Technology	(49.0101)
00570	Marine Maintenance	(47.0616)
00571	Visual and Performing Arts	(50.0101)

**Health (VT):**

00580	Health Sciences	(51.0000)
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**Business Education (VB):**

00591	Information Technology	(11.1000)
00593	Finance and Financial Management Services	(52.0800)
00594	Business Administration Management and Operations	(52.0299)

### Assignments to Administration (NNNNN)

**Title: (NN**

- 70 Superintendent
- 71 Assistant Superintendent
- 72 Administrator
- 73 Principal
- 74 Assistant Principal
- 75 Director
- 76 Supervisor
- 77 Coordinator
- 78 Consultant
- 79 Assistant Director

**Level: N**

- 1 ISD
- 2 District
- 3 School
- 4 Program
- 5 Regional

**Function: (NN)**

- 00 Chief Administrative Officer for District/ISD
- 01 School Management (e.g., administrator, principals, and others in management roles)
- 10 Adult, Continuing, and Community Education
- 11 Athletics
- 12 Behavioral/Classroom Management
- 13 Bilingual/LEP Education
- 14 Budget/Accounting
- 15 Business/Finance
- 16 Career and Technical Education
- 17 Communications and Media
- 18 Curriculum and Instruction
- 30 Day Care/Preschool/Early Childhood
- 31 Family/Community Support
- 32 Food Service
- 33 Gifted and Talented

An assignment for an administrator is coded as a five-digit number (NNNNN). Select from each of the categories given. For example: A superintendent of a district would be coded as follows:

Title (NN)	70
Level (N)	2
Function (NN)	00

Report 70200 in the REP for a district superintendent.

- 34 Human Resources
- 40 Legal Affairs
- 41 Migrant Education
- 42 Plant/Facilities Maintenance
- 43 Professional Development
- 50 Recreation
- 51 Regional Educational Media Center (REMC)
- 52 Research and Evaluation
- 60 Security
- 61 Special Education
- 62 State/Federal Programs
- 63 Subject Area (e.g., Alternative Education, Department Chair)
- 70 Title I
- 71 Technology
- 72 Transportation
- 73 Transition
- 74 Title IX Gender Equity Coordinator
- 99 Other

### Administrator Continuing Education Requirement

Administrative Rule 380.1201 mandates that all current and future school administrators employed in a school district, public school academy, or intermediate school district as superintendent, principal, assistant principal, chief business official, or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing educational requirement. The following positions need to meet that requirement:

1. Superintendent
2. Assistant Superintendent/Director of Educational Services
3. Early Education Services Director
4. Principal

5. Assistant Principal
6. Director of Technical & Education Center
7. Technology, Employment & Community Services Director
8. Director of Finance & Operations
9. Principal at the Development Center
10. Supervisors/Directors of Special Education
11. Supervisor of Planning/Monitoring
12. Supervisor of Adult Education & Training Services (Technical & Education Center)
13. Supervisor of Student Services (Technical & Education Center) – If this person has direct responsibility over any instructional programs, then report.
14. Supervisor of Financial & Accounting Services
15. Assistant Director of Early Education Services
16. Supervisor of Learning Resource Unit (Employee that oversees training for local district personnel, and guides them in meeting curriculum requirements and reading initiatives)
17. Supervisor of the Math & Science Center (Technical Center)
18. Coordinator of Parents as Teachers (0-5 program), Early Education Services
19. Even Start Coordinator
20. Michigan School Readiness Program Coordinator

Dr. Frank Ciloski in the Office of Professional Preparation Services (OPPS), Michigan Department of Education, provided the above information. Questions concerning the reporting of the Administrator Continuing Education requirement should be directed to OPPS at 517-373-3310.

#### **Noncertified Assignment (NNNNN)**

- |       |  |
|-------|--|
| 80000 | Aide/Paraprofessional  |
| 80100 | Aide/Paraprofessional, Bilingual/LEP                                   |
| 80200 | Aide/Paraprofessional, Career & Technical Education                    |
| 80400 | Aide/Paraprofessional, Extracurricular Activity                        |
| 80500 | Aide/Paraprofessional, Gift and Talented                               |
| 80600 | Aide/Paraprofessional, Health Services                                 |
| 80700 | Aide/Paraprofessional, Instructional (NOT including Special Education) |
| 80800 | Aide/Paraprofessional, Library Media                                   |
| 80900 | Aide/Paraprofessional, Migrant   |
| 81000 | Aide/Paraprofessional, Special Education, Mandated                     |
| 81100 | Aide/Paraprofessional, Special Education, Non-mandated                 |
| 81200 | Aide/Paraprofessional, Title I   |
| 81300 | Aide/Paraprofessional, Early Childhood                                 |
|       |  |
| 81500 | Accreditation Officer  |
| 81600 | Analyst (Financial, Policy)  |
|       |  |
| 82100 | Athletic Coach   |
| 82200 | Athletic Trainer   |
| 82300 | Attendance Officer   |
| 82400 | Auditor  |
| 82500 | Behavioral Management Specialist                                       |
|       |  |
| 82700 | Bilingual/LEP Recruiter  |
| 82800 | Bilingual/LEP Counselor  |
| 82900 | Bilingual/LEP Support - Clerical                                       |
| 83000 | Bilingual/LEP Support - Non-Clerical                                   |
|       |  |
| 83200 | Bus Driver   |
| 83300 | Bus Monitor (Aide, Assistant)  |

83400	Business Services (Accounting, Bookkeeping, Payroll)
84000	Clerk (Data Entry, File, General Office, Mail, Records)
84100	Communication & Media
84200	Computer Operator
84300	Computer Programmer
84400	Computer Technician
84500	Cook/Food Preparer
84600	Cook Manager
84700	Crossing Guard
84800	Curriculum Specialist
85000	Day Care
85100	Dietitian
86000	Food Service Worker
86300	Grant Developer
86400	Graphic Artist
86500	Health Services
86700	Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)
86800	Media Technologist
87000	Migrant Data Entry Technician
87100	Migrant Recruiter
87200	Migrant Counselor
87300	Migrant Support -- Clerical
87400	Migrant Support -- Non-Clerical
88000	Migrant Data Entry Technician -- <b>Summer Only</b>
88100	Migrant Recruiter -- <b>Summer Only</b>
88200	Migrant Counselor -- <b>Summer Only</b>
88300	Migrant Support -- Clerical - <b>Summer Only</b>
88400	Migrant Support -- Non-Clerical -- <b>Summer Only</b>
90000	Network Administrator
90100	Non-Instructional Personnel
90200	Non-Instructional Program Manager
90400	Ombudsperson
90700	Personnel Officer/Specialist
90800	Photographer
90900	Police Officer
91000	Printer
91100	Professional Non-Licensed Personnel
91200	Public Relations/Informational Services Officer
91300	Purchasing Agent
92000	Rehabilitation Counselor
92100	Receptionist
92300	Research and Development Specialist



92400	Secretary (Office/Clerical/Administrative Support)
92500	Secretary (Executive or Confidential)
92600	Security Guard
92700	Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)
92800	Statistician
92900	Student Activity Advisor/Non-Athletic Coach
93000	Student Support Services
94100	Teaching Intern
94200	Technology Coordinator
94300	Technology/Computer Support
95200	Title I Recruiter
95300	Title I Counselor
95400	Title I Support -- Clerical
95500	Title I Support -- Non-Clerical
96000	Transition Coordinator
96100	Transportation
96200	Tutor
96300	Volunteer Coordinator
99900	Other

**Current Grade Assignment: 22-digit code (Boolean)**

If a staff member is working in the classroom, enter the grade level or educational setting assignment for the person employed by the district. When a position is vacant, use the appropriate grade-level assignment or educational setting for the vacant position.

If a staff member is working in a specific grade level, report the grade-level code whenever possible. If the staff member is working in an unspecified grade-level classroom, use an educational setting code. For example, if a special education teacher works in an upper-elementary resource room for grades four, five, and six, enter "0000011100000000000000". If a teacher works in a self-contained classroom for emotionally impaired students in multiple grade levels, report the educational setting as Special Education and enter "0000000000000001000000".

If a teacher is conducting a ninth-grade auto mechanics class, report grade nine. If a teacher is conducting a high school auto mechanics class, report the educational setting of Career and Technical Education, "000000000000000001000".

For position assignment codes "000AX" through "99900", report the grade level whenever possible or select the appropriate educational setting. For position assignment codes "81500" through "99900", report the grade level whenever possible or use the educational setting code "00000000000000000001" (Administrative or Support Staff – all levels). *For those districts using the online application, simply select the appropriate grade level or educational setting for each staff member. Do not submit both a grade level and an educational setting.*

**Grade Level:**

1000000000000000000000	Retention Kindergarten
0100000000000000000000	Kindergarten
0010000000000000000000	First Grade
0001000000000000000000	Second Grade
0000100000000000000000	Third Grade
0000010000000000000000	Fourth Grade
0000001000000000000000	Fifth Grade
0000000100000000000000	Sixth Grade
0000000010000000000000	Seventh Grade
0000000001000000000000	Eighth Grade
0000000000100000000000	Ninth Grade
0000000000010000000000	Tenth Grade
0000000000001000000000	Eleventh Grade
0000000000000100000000	Twelfth Grade

**OR****Educational Setting:**

000000000000010000000	Alternative Education
000000000000001000000	Special Education
000000000000000100000	Adult Education
000000000000000010000	Early Childhood and Parenting Programs
000000000000000001000	Career/Technical Education
000000000000000000100	State Agency
000000000000000000010	Early On/Early Intervention (Part C of IDEA)
000000000000000000001	Administrative or Support Staff (all levels)

### **FTE: Four-digit code (N.NN)**

This is the full-time equivalency (FTE) of a staff member being employed in this district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE reported should be determined based upon district policy and contracts within the district. This is an internal process based upon the local ISD's, district's, or PSA's structure.

Districts are required to report FTE for all school personnel and contracted staff members regardless of the FTE count. This includes all assignment codes (000AX through 99900).

~~Districts are required to report FTE for all instructional staff members (including instructional aides) and administrators regardless of the FTE. This includes assignment codes with numbers between "000AX" and "81300". For assignment codes with numbers between "81500" and "99900", districts must report FTEs that are .5 or higher.~~

~~Noncertified/nonlicensed position assignment codes "81500" through "99900" that are less than 0.5 FTE do not need to be reported. Day to day substitutes do not need to be reported.~~

Report the FTE of the vacant position. Report the proportionate FTE for each assignment for each staff member. For example, if a teacher works full time, but works in two schools/facilities, report each school/facility separately using a "0.5" FTE for each. If a teacher is assigned to a biology class for three-fourths of his/her schedule and an English class for one-fourth of his/her schedule, report "0.75" FTE for biology in the first position, and "0.25" FTE for English in the second position of Field 10. If a principal works three-fourths' time as an administrator and one-fourth time teaching mathematics, the FTE would be reported as administrator "0.75" and teaching "0.25".

*FTE greater than 1.0:* It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district. For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE.

### **Hourly Wage: Six-digit code (NNN.NN)**

Districts may submit both the hourly wage and annual salary. Both fields must have a value, or a fatal error is reported. If the annual salary is reported in Field 28: Annual Salary, the hourly wage in Field 10 must have either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error is reported.

This is the hourly wage of the employee according to Schedule A. For example, if an employee earns \$25.85 per hour, report the earnings as "025.85". For vacant positions, report zeros as the hourly wage. The payroll person in the district determines the hourly wage based upon contractual agreements, hours per workday, and number of days per contractual school year.

*For example:* Jim Smith is a third-year math teacher in the high school with a salary of \$32,000, and Sally Jones is a 20-year, fifth-grade teacher with a salary of \$43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be:  $32,000 / (7.5 * 183)$ . In this example, Jim Smith would have an hourly wage of \$23.32, and Sally Jones would have an hourly wage of \$35.95 ( $43,000 / [6.5 * 184] = 35.95$ ).

### Accounting/Function Code: Three-digit code (NNN)

Enter the appropriate code as determined for accounting purposes for each position in a given school district. For example, all special education instructors should be reported as "122"; school administrators, such as principals and assistant principals, should be reported as "241". The Michigan Public School Accounting Manual can be located at [www.state.mi.us/mde](http://www.state.mi.us/mde), under the keywords Michigan Public School Accounting Manual. ([http://www.michigan.gov/documents/appendix\\_33974\\_7.pdf](http://www.michigan.gov/documents/appendix_33974_7.pdf)) The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

#### Instructional Staff-

- Basic Programs
  - 118 Preschool
  - 111 Elementary School
  - 112 Middle/Junior High School
  - 113 High School
  - 119 Summer School
- Added Needs
  - 122 Special Education
  - 125 Compensatory Education
  - 127 Career and Technical Education
- Adult/Continuing Education
  - 131 Basic
  - 132 Secondary
  - 133 Secondary Vocational
  - 135 Occupational Training or Upgrading Retraining

#### Instructional Support Staff

- Pupil Services
  - 211 Truancy/Absenteeism Services
  - 212 Guidance Services
  - 213 Health Services
  - 214 Psychological Services
  - 215 Speech Pathology and Audiology Services
  - 216 Social Work Services
  - 217 Visual Aid Services
  - 218 Teacher Consultant
  - 219 Other Pupil Support Services

#### Instructional Staff Services

- 221 Improvement of Instruction
- 222 Educational Media Services
- 224 Educational Television
- 225 Computer-Assisted Instruction
- 226 Supervision and Direction of Instructional Staff
- 227 Academic Student Assessment
- 229 Other Instructional Staff Services

#### Noninstructional Support Staff

- 231 Board of Directors
- 232 Executive Administration
- 233 Grant Writer/Grant Procurement
- 241 Office of the Principal
- 249 Other School Administration
- 252 Fiscal Services
- 257 Internal Services
- 259 Other Business Services
- 261 Operating Building Services
- 266 Security Services
- 271 Pupil Transportation Services
- 281 Planning, Research, Development, and Evaluation
- 282 Communication Services
- 283 Staff/Personnel Services
- 284 Support Services Technology
- 285 Pupil Accounting
- 289 Other Central Services
- 293 Athletics
- 297 Food Service Staff
- 299 Other Support Services
- 311 Community Services Direction
- 321 Community Recreation
- 331 Community Activities
- 341 Public Library
- 351 Custody and Care of Children
- 361 Welfare Activities
- 371 Non-Public School Pupils
- 391 Other Community Services

#### Facilities Acquisition

- 451 Site Acquisition Services
- 452 Site Improvement Services
- 453 Architecture and Engineering Services
- 455 Building Acquisition and Construction Services
- 456 Building Improvements Services
- 459 Other Facility Acquisition

### Highly Qualified Status: One-digit code (Integer)

**Definition:** This code is a one-position integer character. For staff members with position assignment codes "000AX" through "000ZZG" (core academic instructional staff members as defined in NCLB, see Assignments to General Education, page 27) and "80000" through "81300" (instructional paraprofessionals, such as Title I, special education, library/media, and technology), place a "1" in this position if the staff member meets the Michigan Department of Education's definition for highly qualified teacher or highly qualified paraprofessional for the position assignment in this repetition of Field 10. If a staff member does not meet the definition for highly qualified, place a "2" in this position.

For assignment codes "80000" through "81300" (paraprofessionals), districts are to report highly qualified status as follows:

*Title I Targeted Assistance only* – Report the instructional paraprofessionals supporting Title I activities.

*Title I Schoolwide* – Report all instructional paraprofessionals. In a Title I school that has been designated as a schoolwide program, ALL instructional paraprofessionals must be highly qualified. This would include special education, library media, technology lab paraprofessionals, etc.

(Specific questions regarding highly qualified status may be referred to Dr. Frank Ciloski, Office of Professional Preparation Services at 517-373-3310.)

The Michigan Department of Education has received approval from the United States Department of Education for the following definition of highly qualified teacher or paraprofessional: Teachers or paraprofessionals will be defined as highly qualified for a position assignment if they meet one or more of the six criteria listed on the Michigan Department of Education Web site: <http://www.michigan.gov/mde/>. Click on the State Board of Education link in the center of the page. On the new page, click on "Policies" on the left navigation bar, and click on "Index of Policies for April." Then click on "Definition of Highly Qualified Teachers" dated April 24, 2003. The document is located at the following Web site: ([http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers\\_63281\\_7.pdf](http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf)). For further information, go to: <http://www.mea.org/design.cfm?p=5236>.

For each position assignment, place a "1" in this position if the instructional staff member meets any one of the criteria presented in this document or a "2" if the instructional staff member does not meet the criteria. For example, when entering information for John Smith for a position assignment of Art Education Teacher: if he has earned 18 additional semester credit hours in a planned program since the issuance of a provisional certificate, John Smith is reported as highly qualified.

For your convenience, a teacher worksheet tool is available from the CEPI Web site: <http://www.michigan.gov/cepi>. Click on "MEIS Data Services"; click on the "Registry of Educational Personnel" link on the left navigation bar, and then look in the "Help" section.

For staff members with position assignment codes "70000" through "79999" and position assignment codes above "81500", place a "0" in this position. For position assignment codes "000AX" through "00599" and position assignment codes "80000" through "81300" that are not required to be reported for highly qualified status, report "0" in this position.

### Academic Major: One-digit code (Integer)

**Definition:** This code is a one-position integer character. For staff members with position assignment codes "000AX" through "000ZZG" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" in this field if the staff member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification or credentialing for the position assignment in this repetition of Field 10. Place a "2" in this position if the staff member does not have the required major or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" in this position. For position assignment codes "000AX" through "00599" that are not required to be reported for highly qualified status, report "0" in this position.

**Academic Minor: One-digit code (Integer)**

**Definition:** This code is a one-position integer character. For staff members with position assignment codes "000AX" through "000ZZG" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" in this position if the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor for the position assignment in this repetition of Field 10. Place a "2" in this position if the staff member does not have the required minor or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" in this position. For position assignment codes that are not required to be reported for highly qualified status, report "0" in this position.

*Note:* For assignment codes "000AX" through "000ZZG" that must be reported for highly qualified status, academic major and academic minor, all three categories must be reported with an appropriate response. When reporting data via the REP Single Submission Online Application, report "yes" or "no". When reporting data via the Bulk Upload Application, report "1" (yes) or "2" (no).

**Administrator Continuing Education: One-digit code (Integer)**

**Definition:** This code is a one-position integer character. For the administrative position assignment codes, "70000" through "79999", report a "1" (yes) if the district/building administrator has met the continuing education requirement for employment eligibility. Report a "2" (no) if the administrator has not met the continuing education requirement. (See the administrative position assignment codes for specific position assignment codes that must be reported.) For position assignment codes that are not required to be reported for administrator continuing education, report "0" in this position.

**Reserved5: One-digit code (Integer)**

**Definition:** This code is a one-position integer character that must be reported with a code of "0". This position is reserved for future use.

**Number of Classes Taught: One-digit code (Integer)**

**Definition:** This code is a one-position integer character. For staff members with assignment codes "000AX" through "000ZZ", report the number of classes taught for each assignment code reported in field 10. For example, if a staff member is reported with the assignment code "000EX" and teaches Algebra I, Algebra II, Advanced Math, Pre-Algebra and General Math, report "5" in this position. The "5" represents five classes taught by the staff member. Or, if a staff member is assigned two subject areas -- three classes of English "000BA" and two classes of History "000CC", report "3" in this position for English "000BA" and "2" in this position for History "000CC".

For position assignment codes "00500" through "00599" and "70000" through "99900", report a "0" (zero) for this position.

For the EOY 2006 REP Submission, districts may report a "0" (zero) in this position for non-core academic subject area assignments (assignment codes "000AX" through "000ZZ"). Beginning with the Fall 2006 REP Submission, districts will be required to submit the number of classes taught for all teachers (assignment codes "000AX" through "00599") via the REP Submission process. Highly qualified percentages will then be calculated based upon data submitted.

**Options for End-of-Year 2006 REP Submission:**

**Option One:** If your district provides the number of classes taught in Field 10 of the REP Application for assignment codes "000AX" through "00599", the submission of data via the supplemental form is not required. Districts are encouraged to adopt this method for end-of-year reporting.

**Option Two:** Districts may submit the number of classes taught in the core academic areas by highly qualified teachers and non-highly qualified teachers in aggregate through the supplemental submission form provided in the REP Application.

Districts may download a spreadsheet that will provide the list of core academic teachers and their specific subject area assignments submitted in the Fall 2005 REP Submission. This can serve as a template for the district to aggregate the total number of classes taught by highly qualified and non-highly qualified teachers. (The spreadsheet is located on the REP Main Menu in the Highly Qualified Status section.) The aggregate totals calculated from the spreadsheet may be reported via the REP supplemental form found on the REP Main Menu under the section titled: "Supplemental Title II Highly Qualified Teacher Data Collection."

## **Field 11: Title I and Title II, Part A Teachers**

**Submission date:** First business day in December and June 30

**Field use:** NCLB, Section 1119 of Title I, Part A  
NCLB, Section 2123 of Title II, Part A

**State of Michigan office contact:** Margaret Madigan, 517-373-4588

**Field specification:** Three-character

**Record position/type:** 622-624, numeric

**Database field name:**

**SIF tag:** <>

**Code/format:** This is a three-position field (NNN).

**Dependencies with other fields:** Field 10

**Programming edits:** This field must be reported for assignment codes "000AX" through "00599" or a fatal error is reported. This field must be left blank for assignment codes "70000" through "99900", or a fatal error will be reported.

**Definition:** This field identifies the teachers funded by Title I, Part A who teach core academic subjects in a Title I targeted assistance program, or who teach core academic subjects in a Title I schoolwide program. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. This field also identifies the teachers funded by Title II, Part A for the purpose of reducing class size. Staff members who are funded by Title I or Title II, Part A must be highly qualified. The assignments applicable to this field are identified in Field 10 under Assignments for General Education.

**Title I Targeted Assistance Program (TAP) –** Report all teachers who are assigned to core academic subjects whose salaries are paid in whole or in part with Title I, Part A funds.

**Title I Schoolwide Program (SWP) –** Report all teachers who are assigned to core academic subjects in a Title I school/facility that has been designated as providing a Title I schoolwide program.

**Title II, Part A Class Size Reduction –** Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title II, Part A funds and who were hired for the purpose of reducing class size.



This field applies to assignment codes "000AX" through "00599" for staff assigned to core academic subject areas as identified under the Assignments to General Education in Field 10. Districts are to report the appropriate assignment code for teachers assigned to a core academic area funded by Title I, Part A and Title II, Part A. For assignment codes "000AX" through "00599", the value may be "000" for those assigned to non-core academic subject areas. The following table lists the codes to be used for this field:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAP)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAP and SWP
005	Title I TAP and Title II, Part A Class Reduction
006	Title 1 SWP and Title II Part A Class Reduction

Codes "004", "005" and "006" are provided for situations when teachers are assigned part-time to different programs or are Title II, Part A class size reduction teachers in Title I, Part A schoolwide programs.

## Field 12: Funded Position Status

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1613, 388.1619; Revised School Code, MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	One-character,
<b>Record position/type:</b>	625, integer
<b>Database field name:</b>	FundedPositionStatusCode
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a one-position field (N).  1 Vacant, funded, open position, no one assigned 2 Vacant, funded, open position, outside contractor assigned 3 Funded, employee on loan or leave, no one assigned 4 Funded, employee on loan or leave, filled by temporary employee 5 Vacant, funded, open position, filled by temporary employee 6 Funded, employee on loan or leave, outside contractor assigned 9 Filled position, regular
<b>Dependencies with other fields:</b>	Field 4: Last Name; Field 5: First Name Field 10: Assignment Data; Field 25: Employment Status

**Programming edits:** This field must have a value for position assignment codes "000AX" through "79999", or a fatal error is reported. If "1" is reported in this field, Field 25: Employment Status must use "00". If code "2", "3", "4", "5", or "6" is reported in this field, Field 25 must use "97", "98", or "99". For position assignment codes "80000" through "99900", this field must be left blank or a fatal error is reported, unless the position is reported as a vacant position or as an on leave position; then report the appropriate code (1 through 6) for the status of the position as follows:

If reported as a vacant position then code "1", "2" or "5" must be reported

If reported as an employee on leave, then code "3", "4" or "6" must be reported.

**Definition:** This field identifies the status of positions that are either filled by a permanent employee, an approved substitute, an outside contractor, or that remain unfilled. This field applies to position assignment codes "000AX" through "79999".

- 1 *Vacant, funded, open position, no one assigned:* The position is unfilled by a permanent employee at the time of report, and position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.

- 2 *Vacant, funded, open position, outside contractor assigned:* The position is temporarily filled by an individual under contract.
- 3 *Funded, employee on loan or leave, no one assigned:* The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.
- 4 *Funded, employee on loan or leave, filled by temporary employee:* The permanent employee is not currently performing position's duties, and the position is filled by either a temporary employee for position assignment codes "70000" through "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for position assignment codes "000AX" through "00599".
- 5 *Vacant, funded, open position, filled by temporary employee:* The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by either a temporary employee for position assignment codes "70000" through "79999", or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for position assignment codes "000AX" through "00599".
- 6 *Funded, employee on loan or leave, outside contractor assigned:* The position is temporarily filled by an individual under contract.
- 9 *Filled position, regular:* The position is filled by a permanently assigned employee.

*For example:*

- 1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the Field 4: Last Name.
- 2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.
- 3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, FMLA leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE.
- 4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.  
ENTER DATA FOR BOTH STAFF MEMBERS: Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave and report 0.0 FTE for the position. Enter the information for the temporary employee or substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.
- 5 Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.
- 6 Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.
- 9 Use "9" when a position is filled by a permanently assigned employee.

*Note: Vacant positions*

After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the fall submission.

**Note: Employees on Leave:** Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" as appropriate for the position assignment code reported in Field 10: Assignment Data.

**Terminated Employees:** Employees whose employment is terminated with the district should be reported with a code "1" through "19" in Field 25: Employment Status. Report a Code "9" in Field 12.

## Field 13: Date of Birth

<b>Submission date:</b>	First business day in December and June 30												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501												
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	626-635, date												
<b>Database field name:</b>	DateOfBirth												
<b>SIF tag:</b>	<BirthDate>												
<b>Code/format:</b>	This is a 10-position field (MM/DD/CCYY) All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following: <table> <tr> <td>01 January</td><td>07 July</td></tr> <tr> <td>02 February</td><td>08 August</td></tr> <tr> <td>03 March</td><td>09 September</td></tr> <tr> <td>04 April</td><td>10 October</td></tr> <tr> <td>05 May</td><td>11 November</td></tr> <tr> <td>06 June</td><td>12 December</td></tr> </table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												
<b>Dependencies with other fields:</b>	Field 9: Date of Hire Field 12: Funded Position Status												

**Programming edits:** If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If "1" is reported in Field 12: Funded Position Status, this field must be left blank. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported.

**Definition:** This is the date of birth of the staff member employed in a district. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

**Note:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

## Field 14: Gender Code

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	One-character
<b>Record position/type:</b>	636, alpha
<b>Database field name:</b>	GenderCode
<b>SIF tag:</b>	<Gender>
<b>Code/format:</b>	This is a one-position field (A). This field is not case sensitive.  M    Male F    Female
<b>Dependencies with other fields:</b>	Field 12: Funded Position Status

**Programming edits:** If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is reported in Field 12, Field 14 must be left blank, or a fatal error is reported.

**Definition:** This is the gender of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

## Field 15: Racial/Ethnic Code

**Submission date:** First business day in December and June 30

**Field use:** NCLB, 20 USC 6319

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** Six-character

**Record position/type:** 637-642, character

**Database field name:** RacialEthnicCode

**SIF tag:** <Ethnicity>

**Code/format:** This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be reported as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

**Dependencies with other fields:** Field 12: Funded Position Status

**Programming edits:** If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If a "1" is reported in Field 12, this field must be left blank, or a fatal error is reported. At least one of the six digits must be a "1", or a fatal error is reported. Repetition of a "1" in all positions will result in a fatal error.

**Definition:** First identify a racial group and then the ethnicity of the staff member. If the person is self-selecting, a multiple of the following codes with PRIMARY AND/OR SECONDARY CHOICES MUST BE REPORTED. For vacant positions created since the previous school year and not yet filled, leave this field blank.

100000      *American Indian or Alaska Native.* A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

010000	<i>Asian American.</i> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
001000	<i>Black or African American.</i> A person having origins in any of the black racial groups of Africa.
000100	<i>Native Hawaiian or Other Pacific Islander.</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	<i>White.</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
000001	<i>Hispanic or Latino.</i> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This field applies to position assignment codes "000AX" through "99900". For a further explanation of race/ethnicity codes, go to: <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>.

## Field 16: Highest Educational Level

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	643-644, character
<b>Database field name:</b>	HighestDegreeCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN).  00 None 01 High School Diploma or its equivalent 02 Associate's Degree 03 Bachelor's Degree 04 Master's Degree 05 Specialist's Degree 06 Doctoral Degree 07 Juris Doctorate 08 Medical Degree 09 Other License, Credential, or Professional Degree 10 Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment
<b>Dependencies with other fields:</b>	Field 10: Assignment Code Field 12: Funded Position Status

**Programming edits:** This field must have a value. If the code is out of range or the field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (i.e. vacant), this field should be reported with code "00" (None).

**Definition:** This is the highest degree earned by a staff member who is being employed. For example, if an employee holds a doctoral degree, use the number "06". For vacant positions created since the previous school year and not yet filled, use code "00".

This field applies to position assignment codes "000AX" through "99900". The value may be "00" for position assignment codes "81500" through "99900".



## Field 17: Type of Credential

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	645-646, character
<b>Database field name:</b>	CredentialType
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN)
<b>Dependencies with other fields:</b>	Field 10: School Assignment Data Field 12: Funded Position Status Field 18: Date Credential Issued Field 19: Date of Expiration of Credential

**Programming edits:** This field must have a value. If an invalid code is used or if this field is left blank for position assignment codes "000AX" through "99900", a fatal error is reported. For staff members with position assignment codes "00310" through "00406" and "000NF" who are not required to hold a credential for the position, Field 17: Type of Credential must be coded "00". Field 17 must be reported with the appropriate credential type when a credential is required for the position.

For position assignment codes "000AX" through "00599" (with the exception of codes "00310" through "00406" and "000NF"), a district cannot report code "00" (Credential Not Required) unless code "1" (i.e., vacant) is reported in Field 12: Funded Position Status. For position assignment codes "81500" through "99900", code "00" may be reported.

**Definition:** If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.

If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02". If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".

- 00 Credential not required (i.e., School Administrator, Technology Coordinator, etc.)
- 01 Life

02	Pending
03	Elementary Provisional
04	Elementary Professional
05	Elementary Permanent
06	Secondary Provisional
07	Secondary Professional
08	Secondary Permanent
09	Two-Year Provisional Certificate
10	Limited License to Instruct
11	Permit, full year
12	Permit, emergency
13	Permit, Section 1233b
14	Permit, 150 day (day-to-day substitute)
15	Temporary Teacher Employment Authorization (one year)
16	Temporary School Counselor Authorization
17	Preliminary School Counselor Guidance Authorization
18	School Guidance Counselor License
21	Dual, provisional
22	Dual, professional
23	Dual, 18-hour continuing
24	Dual, 30-hour continuing
25	Dual, permanent
26	Dual, life
40	Elementary Continuing (30 hour)
41	Secondary Continuing (30 hour)
42	Elementary Continuing (18 hour)
43	Secondary Continuing (18 hour)
50	School Nurse Certificate (Interim)
51	School Nurse Certificate (Standard)
52	School Nurse Certificate (Professional)
53	Vocational Annual Authorization – Initial
54	Vocational Temporary Authorization
55	Vocational Full Authorization
61	School Psychologist Certificate
62	Preliminary School Psychologist Certificate
63	Occupational Education
70	Special Education, Approval
71	Special Education, Emergency Approval
72	Certificate of Clinical Competence, Approval
80	Vocational Annual Authorization – Credit Track
81	Vocational Annual Authorization – Adult Education
82	Vocational Annual Authorization – Day-to-Day Substitute
83	Vocational Annual Authorization – Less than Class Size
84	Vocational Annual Authorization – Long-Term Substitute
85	Vocational Annual Authorization – Renewal

This field applies to all staff members (i.e., position assignment codes "000AX" through "99900").

## Field 18: Date Credential Issued

<b>Submission date:</b>	First business day in December and June 30												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)												
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	647-656, date												
<b>Database field name:</b>	DateCredentialIssued												
<b>SIF tag:</b>	<>												
<b>Code/format:</b>	<p>This is a 10-position field (MM/DD/CCYY).</p> <p>All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:</p> <table><tbody><tr><td>01 January</td><td>07 July</td></tr><tr><td>02 February</td><td>08 August</td></tr><tr><td>03 March</td><td>09 September</td></tr><tr><td>04 April</td><td>10 October</td></tr><tr><td>05 May</td><td>11 November</td></tr><tr><td>06 June</td><td>12 December</td></tr></tbody></table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												
<b>Dependencies with other fields:</b>	Field 10: Assignment Code Field 12: Funded Position Status Field 17: Type of Credential Field 19: Date of Expiration of Credential												

**Programming edits:** If the field is left blank for position assignment codes "000AX" through "00599", a fatal error is reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant), or when Field 17: Type of Credential uses code "00" or "02".

The issue date must be after the date of birth and cannot be after the submission date.

**Definition:** This is the date that a staff member's credential, permit, approval, or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "00599".

## Field 19: Date of Expiration of Credential

<b>Submission date:</b>	First business day in December and June 30												
<b>Field use:</b>	School Aid Act 388.1619; Revised School Code, MCL 380.1532; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)												
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov												
<b>Field specification:</b>	10-character, date with slashes												
<b>Record position/type:</b>	657-666, date												
<b>Database field name:</b>	DateCredentialExpires												
<b>SIF tag:</b>	◇												
<b>Code/format:</b>	This is a 10-position field (MM/DD/CCYY).  All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following: <table> <tr> <td>01 January</td><td>07 July</td></tr> <tr> <td>02 February</td><td>08 August</td></tr> <tr> <td>03 March</td><td>09 September</td></tr> <tr> <td>04 April</td><td>10 October</td></tr> <tr> <td>05 May</td><td>11 November</td></tr> <tr> <td>06 June</td><td>12 December</td></tr> </table>	01 January	07 July	02 February	08 August	03 March	09 September	04 April	10 October	05 May	11 November	06 June	12 December
01 January	07 July												
02 February	08 August												
03 March	09 September												
04 April	10 October												
05 May	11 November												
06 June	12 December												
<b>Dependencies with other fields:</b>	Field 10: Assignment Code; Field 12: Funded Position Status; Field 17: Type of Credential; Field 18: Date Credential Issued												

**Programming edits:** Expiration date must be reported for all certificates, approvals, permits except types "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". If an expiration date is not given for those required, a fatal error is reported, unless the Field 12: Funded Position Status uses code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance.

**Definition:** This is the expiration date on the staff member's certificate. Most certificate types, as listed in Field 17: Type of Credential, must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "00599".

## Field 20: Reserved

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	This line explains the specific reporting use.
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address.
<b>Field specification:</b>	Five-character
<b>Record position/type:</b>	667-671, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Pad with blanks
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks, or a fatal error is reported.
<b>Definition:</b>	This is reserved for future use.

## Field 21: Reserved

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	This line explains the specific reporting use.
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address.
<b>Field specification:</b>	Five-character
<b>Record position/type:</b>	672-676, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks.
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks, or a fatal error is reported.
<b>Definition:</b>	This is reserved for future use.

## Field 22: Reserved

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	This line explains the specific reporting use.
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address.
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	677-682, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks, or a fatal error is reported.
<b>Definition:</b>	This is reserved for future use.

## Field 23: Reserved

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	This line explains the specific reporting use.
<b>State of Michigan office contact:</b>	This line provides the general office name, phone and e-mail address.
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	683-688, numeric
<b>Database field name:</b>	
<b>SIF tag:</b>	◇
<b>Code/format:</b>	Pad with blanks.
<b>Dependencies with other fields:</b>	None
<b>Programming edits:</b>	This field must be reported with blanks, or a fatal error is reported.
<b>Definition:</b>	This is reserved for future use.



## Field 24: Hours of Professional Development

<b>Submission date:</b>	June 30
<b>Field use:</b>	School Aid Act, MCL 388.1526, 388.1527; Revised School Code, MCL 380.1526, 388.1527; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311
<b>State of Michigan office contact:</b>	Cheryl L. Poole, 517-241-4546, <a href="mailto:PooleCL@michigan.gov">PooleCL@michigan.gov</a>
<b>Field specification:</b>	Three-character, repeated nine times
<b>Record position/type:</b>	689-715, character
<b>Database field name:</b>	HoursofProfessionalDevelopment
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a 27-position field. (NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN)
<b>Dependencies with other fields:</b>	Field 10: Assignment Code

**Programming edits:** This field must have a value. If no professional development was completed or required, report zeros. For any professional development category (eight categories) that is not reported with specific hours, report zeros. Reserved category 9 must be reported with zeros, or a fatal error is reported.

**Definition:** Indicate the number of hours by type(s) of the professional development in which this employee participated during the school year (July 1 to June 30). For teachers, this field is used to determine to what extent the employee has engaged in district-supported, as well as independent professional development, including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the MCL. Professional development information as it relates to highly qualified teachers and principals is needed in part to document Michigan's progress toward high standards as defined by *No Child Left Behind of 2001*. This field applies to position assignment codes "000AX" through "79999".

Consider ongoing, structured and documented professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information regarding the submission of professional development data, MCL Section 1526: contact Bonnie Rockafellow at 517-373-7861 ([RockafellowB@michigan.gov](mailto:RockafellowB@michigan.gov)). For information regarding MCL Section 1527: contact Cheryl L. Poole at 517-241-4546 ([PooleCL@michigan.gov](mailto:PooleCL@michigan.gov)).

Further professional development information can be found at [www.michigan.gov/mde](http://www.michigan.gov/mde), under the Office of Professional Preparation Services.

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement.* The number of hours of professional development acquired through collegial work at the school/facility, district or regional level that relate to student achievement. Professional development must be connected to the School Improvement Plan. (NNN)
2. *Mentoring or being mentored.* The number of hours of professional development the teacher acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession. (NNN)
3. *Workshops or conferences.* The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)
4. *Coursework.* The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)
5. *Highly Qualified Status.* The number of hours of content-specific professional development acquired for the purpose of documenting highly qualified status. (NNN)
6. *State-level or institution of higher education content-specific service or committee.* The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.
7. *Virtual learning.* The number of hours of content-specific professional development acquired through online delivery or other distance learning experiences.
8. *Administrator Continuing Education.* The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing educational requirements of administrators.
9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

Example: If a staff member spent 10 hours in a college course, 15 hours as a member of a state-level program review team and 6 hours participating in an online course, you would report "000000000010000015006000000".

If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.5 or above, round up to the nearest whole number of hours.

## Professional Development Examples of Field 24 Categories

### Revised for 2005-2006

**This is not intended to be an exclusive list of categories. These are meant to serve as examples.**

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement.* This category must include activities that focus on the work that educators do and that is related to the learning of students in the school or district.

This category is distinguished because the activities are sustained and are aligned with the School Improvement Plan. The activities may be individual but may also include small groups of colleagues who gather for planned activities.

Examples of professional development in this category are:

- Curriculum alignment for fourth-grade social studies standards
- Assessment practices to assess visual arts learning of all third through sixth graders
- Best practices in reading instruction
- Study groups to learn recent developments in hands-on science instruction
- Action research to determine if new instructional approaches are yielding higher achievement
- Designing and implementing staff presentations
- Analysis of student work to assess samples of writing across the curriculum

2. *Mentoring and being mentored.* The number of hours of professional development acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession.

Examples of professional development in this category are:

- Sessions between mentor and mentee
- Professional development for the mentor
- Collaborative learning with other mentors

3. *Workshops or conferences.* The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.

Examples in this category are all one-day or short-term learning experiences.

- Annual content conference
- Inspirational speakers
- Summer academies
- Preschool-year professional development
- Blood-borne pathogen training
- Curriculum training
- Software training
- New teacher workshops
- New developments in MEAP Assessment
- Title I information sessions
- National, state, or regional association conferences such as those provided by the Michigan Education Association, National Art Education Association, Michigan Association of School Administrators, etc.

4. *Coursework*. The number of hours of professional development acquired through continuing education courses taken for semester credit at a college or university.
5. *Highly Qualified Status*. The number of hours of **content-specific** professional development acquired for the purpose of documenting Highly Qualified status.  
Examples of professional development in this category are:
  - Grade-level content expectations in English Language Arts
  - Mathematics for middle school students
  - Biology standards for secondary students
6. *State-level or institution of higher education content-specific service or committee*. The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.  
Examples of professional development in this category are:
  - Student teacher supervision or cooperating teacher to a student teacher
  - Grant review for competitive grant programs
  - Presentation at state-level conference
  - Review of educator preparation program
  - Development of state-level content standards
7. *Virtual learning*. The number of hours of content-specific professional development acquired through online delivery or other distance-learning experiences.  
Examples of professional development in this category are:
  - Grade-level standards in mathematics delivered by Michigan Virtual University
  - Problem-based social studies workshop by teleconference
  - Multiple sessions relying primarily on videos of reading instruction
  - Weekly audio-conference sessions on lesson development in elementary science
  - Web-based course on foreign language standards
8. *Administrator Continuing Education*. The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing education requirements of administrators. This category of professional development represents the graduate courses or the State Board Continuing Education Units (SB-CEUs) required in five-year cycles for administrator qualification.
9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

If the number of professional development hours is 0.49 or below, round down to the nearest whole number of hours. If the number of hours is 0.5 or above, round up to the nearest whole number of hours.

Note: Professional development is characterized by *new learning for professional growth*. Only a portion of most in-service days is actually dedicated to new learning. For example, a day of in-service might include breakfast, lunch, introduction of new teachers, welcome by the superintendent and curriculum development. Only those hours dedicated to new learning (curriculum development) should be counted as professional development.

For information regarding Section 1527 or Section 101(11), contact: Cheryl L. Poole at 517-241-4546 (PooleCL@Michigan.gov). For information regarding Section 1526, contact: Bonnie Rockafellow at 517-373-7861 ([RockafellowB@Michigan.gov](mailto:RockafellowB@Michigan.gov)).

## Field 25: Employment Status

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act 388.1619; School Aid Act, MCL 388.1613; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319, 20 USC 6311
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Two-character, leading zero
<b>Record position/type:</b>	716-717, character
<b>Database field name:</b>	TerminationStatusCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN) with a default code of "99".
<b>Dependencies with other fields:</b>	Field 12: Funded Position Status Field 26: Date of Termination/Separation of Employment

**Programming edits:** This field must have a value. If an invalid code is reported, or this field is left blank, a fatal error is reported. If codes "01" through "19" are used, Field 26: Date of Termination/Separation of Employment must have a date. If "00" is reported in this field, Field 12: Funded Position Status must have a value of "1" for position assignment codes "000AX" through "99900", or a fatal error is reported. When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12, or a fatal error is reported.

**Definition:** Use the correct code to identify the status of this employee. Any employee that terminates employment with your district must be reported with the appropriate separation code in Field 25 and the date of termination in Field 26. Report "00" when terminating a vacant funded position. Codes "01" through "19" are to be used when an employee terminates employment with the district. Codes "97", "98" and "99" are to be used for new and returning employees as appropriate for the position.

- 00 Vacant position  
*Separation*
- 01 Left education and is not pursuing further employment
- 02 Left education for other career in different field
- 03 Left district and moved out of state
- 04 Left education because of transfer of spouse
- 05 Left for other employment in field of education
- 06 Left for family medical leave and will not return
- 08 Left to further education at college or university
- 09 Left on disability leave and will not return

- 10 Left special education and went to general education in different district
- 11 Left district and went to special education in another district
- 12 Laid off by district (will not return to district)
- 13 Discharged
- 14 Deceased
- 15 Illness/disability and not expected to return
- 16 Retired (position will **not** be filled)
- 17 Contract expired
- 18 Other
- 19 Retired (position will be filled)

*New or continuing*

- 97 New teacher (teacher in first three years in profession, but not a new employee to the district)
- 98 New teacher (teacher in first three years in profession, new employee to the district)
- 99 Returning employee, new (non-instructional) employee, new experienced teacher, substitute, contractor or employee on leave

**Default code: 99**

- 00 The position is vacant as reported in Field 12: Funded Position Status.
- 01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
- 02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with a community mental health agency or department.
- 03 The individual moved out of state for employment.
- 04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
- 05 The employee left to pursue or begin another occupation in the field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 06 The employee left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 08 The employee terminated employment in order to return to a college or university school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 09 The employee has left for disability leave. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
- 11 The employee moved from a special education position within the district and took a special education position outside the district. For example, a special education teacher consultant moves to another district to become the supervisor of a TMI center program.
- 12 The district laid off the employee and the employee will not return to the district. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 15 The employee left because of sickness or an incapacitating condition and is not expected to return.
- 16 The district does **not** plan to fill the position. The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of

- years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 18 The employee does not match any of the above explanations, or the employee has left the district, giving no reason.
- 19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 97 The employee is a new teacher (first three years of classroom experience in the profession); however, the employee has been a staff member of the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 1526.
- 98 The employee is a new teacher (first three years of classroom experience in the profession) and is required to complete professional development requirements under MCL Section 1526.
- 99 The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new, experienced teachers, substitutes or contractors or employees on leave. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to position assignment codes "000AX" through "99900".

Note: Terminated Employees: Employees whose employment is terminated with the district should be reported with a code "1" through "19" in Field 25: Employment Status. Report a Code "9" in Field 12: Funded Position Status. Report the Date of Termination in Field 26.

Employees on Leave: Report the appropriate code for the leave status in Field 12 for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" as appropriate for the position assignment code reported in Field 10: Assignment Data.

## Field 26: Date of Termination/Separation of Employment

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6613;
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	10-character, date with slashes
<b>Record position/type:</b>	718-727, date
<b>Database field name:</b>	DateOfEmploymentTermination
<b>SIF tag:</b>	<ExitDate>
<b>Code/format:</b>	This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Dependencies with other fields:** Field 25: Employment Status

**Programming edits:** If the date reported is not a valid date, a fatal error is reported. If a date is reported, then the code in Field 25: Employment Status must be between codes "00" - "19". Field 10 must be reported when a date is reported in this field, or a fatal error is reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

**Note:** All records submitted with a termination date during the current submission cycle are expired prior to the next submission cycle.

**Definition:** This is the date of termination of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Terminations should be reported during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.



## Field 27: Personnel Identification Code (PIC)

<b>Submission date:</b>	First business day in December and June 30
<b>Field Use:</b>	
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	10-character, integer
<b>Record position/type:</b>	728-737
<b>Database field name:</b>	PersonnelPIC
<b>SIF tag:</b>	◇
<b>Code/format:</b>	State-issued Personnel Identification Code (PIC)
<b>Dependencies with other fields:</b>	Field 4: Last Name Field 5: First Name Field 7: Social Security Number Field 8: Credential License Number Field 13: Date of Birth Field 14: Gender

**Programming edits:** Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid, or a fatal error is reported. If the PIC is reported, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error is reported.

**Definition:** This field contains the PIC produced by the Michigan Education Information System (MEIS). Although not required, it is recommended that this field be submitted to ensure the validity of the record.

*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

## Field 28: Annual Salary

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1619; Freedom of Information Act, MCL 15.243a; Uniform Budget and Accounting Act, MCL 141.440
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	738-743, numeric
<b>Database field name:</b>	AnnualSalary
<b>SIF tag:</b>	<>
<b>Code/format:</b>	This is a six-position field (NNNNNN)
<b>Dependencies with other fields:</b>	Field 10: School Assignment Data Field 12: Funded Position Status

**Programming edits:** Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and annual salary. Both fields must have a value. If the annual salary is reported in this field, the hourly wage in Field 10 must be reported with either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, report zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error is reported.

If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

**Definition:** Indicate the annual salary for the employee of the district. The annual salary is the sum of the base salary (basic contract) including longevity payments (if applicable). For teachers, this includes all instructional days, mandatory workdays, and mandatory, paid professional development days. For administrators, this includes all mandatory contractual days (basic contract including longevity); this also includes paid vacation days and paid holidays. There must be a value in both the hourly wage in Field 10 and the annual salary in Field 28.

This field applies to position assignment codes "000AX" through "99900" and must have a value.

## Field 29: Michigan Sponsoring Institution

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	744-749
<b>Database field name:</b>	MichiganInstitutionCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a six-position field (NNNNNN). Field 10: Assignment Code
<b>Dependencies with other fields:</b>	Field 12: Funded Position Status Field 25: Employment Status Field 30: Non-Michigan Sponsoring Institution

**Programming edits:** This field or Field 30: Non-Michigan Sponsoring Institution must be reported for position assignment codes "000AX" through "00599" when a code of "97" or "98" is reported in Field 25: Employment Status. If this field and Field 30 are left blank when a code of "97" or "98" is reported in Field 25: Employment Status, a fatal error is reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant position). If the institution code reported is invalid, a fatal error is reported.

**Bulk Upload File:** If a value is submitted for Field 29 in a Bulk Upload file, Field 30 must contain spaces, or a fatal error is reported.

**REP Single Submission Online Application:** If a value is submitted for Field 29 in the Online Single Submission Application, Field 30 must be left blank, or a fatal error is reported.

**Definition:** This field is reported for new teachers in their first three years of employment in the profession of teaching. This field or Field 30 must be submitted for position assignment codes "000AX" through "00599" when a code of "97" or "98" (new teacher) is reported in Field 25. Reporting of this field is optional for staff members with position assignment codes "000AX" through "00599" who are not in their first three years of employment in the profession of teaching. Indicate the name of the approved teacher preparation institution that recommended the teacher for *initial certification* (the provisional certificate or temporary vocational authorization). For position assignment codes "70000" through "99900", this field is left blank in both the REP Single Submission Online Application and in a Bulk Upload file.

002234	Adrian College	002290	Michigan State University
002235	Albion College	002293	Lake Superior State University

*MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions*

002236	Alma College	002292	Michigan Technological University
002238	Andrews University	002298	Nazareth College
002239	Aquinas College	002301	Northern Michigan University
002241	Calvin College	002307	Oakland University
002243	Central Michigan University	002308	Olivet College
002247	Concordia College	002314	Saginaw Valley State University
002264	Cornerstone College	002316	Siena Heights University
002259	Eastern Michigan University	002318	Spring Arbor College
002260	Ferris State University	002323	University of Detroit Mercy
002268	Grand Valley State University	002325	University of Michigan – Ann Arbor
002272	Hillsdale College	002326	University of Michigan – Dearborn
002273	Hope College	002327	University of Michigan – Flint
002275	Kalamazoo College	002329	Wayne State University
002282	Madonna University	002330	Western Michigan University
002284	Marygrove College	771000	Foreign Institute

## Field 30: Non-Michigan Sponsoring Institution

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501; NCLB, 20 USC 6319
<b>State of Michigan office contact:</b>	Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
<b>Field specification:</b>	Two-character
<b>Record position/type:</b>	750-751
<b>Database field name:</b>	NonMichiganInstitutionCode
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN).
<b>Dependencies with other fields:</b>	Field 10: Assignment Code; Field 25: Employment Status Field 29: Michigan Sponsoring Institution

**Programming edits:** This field or Field 29: Michigan Sponsoring Institution must be reported for position assignment codes "000AX" through "00599" when a code of "97" or "98" is reported in Field 25: Employment Status. If this field and Field 29 are left blank when a code of "97" or "98" is reported in Field 25 Employment Status, a fatal error is reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant position). If the institution code reported is invalid, a fatal error is reported.

**Bulk Upload File:** If a value is submitted for Field 30 in a Bulk Upload file, Field 29 must contain spaces, or a fatal error is reported.

**REP Single Submission Online Application:** If a value is submitted for Field 30 in the Online Single Submission Application, Field 29 must be left blank, or a fatal error is reported.

**Definition:** This field is reported for new teachers in their first three years of employment in the profession of teaching. This field or Field 29 must be submitted for position assignment codes "000AX" through "00599" when a code of "97" or "98" (new teacher) is reported in Field 25: Employment Status. Reporting of this field is optional for staff members with position assignment codes "000AX" through "00599" who are not in their first three years of employment in the profession of teaching. Indicate the name of the state or territory where the teacher was recommended *for initial certification* (the provisional certificate or temporary vocational authorization). This is the code number for the state in which the approved teacher preparation institution is located. For position assignment codes "70000" through "99900", this field should be left blank in both the REP Single Submission Online Application and in a Bulk Upload file.

01	Alabama	33	New York
02	Alaska	34	North Carolina

*MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions*

03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	<i>United States</i>	<i>Territories</i>
22	Massachusetts	60	American Samoa
24	Minnesota	61	Federated States of Micronesia
25	Mississippi	62	Guam
26	Missouri	63	Marshall Islands
27	Montana	64	Northern Mariana Islands
28	Nebraska	65	Palau
29	Nevada	66	Puerto Rico
30	New Hampshire	67	Virgin Islands
31	New Jersey	99	Foreign Institutions
32	New Mexico		